

SANDY CITY

APPROVED POSITION SPECIFICATIONS

- I. Position Title: Victim Advocate Program Coordinator Revision Date: 06/07
EEO Code: Protective Services
Status: Non-exempt
Control No: 30421

II. Summary Statement of Position:

Under general supervision of the Assistant Police Chief and/or the Administrative Sergeant, reviews violent crime reports, personally contacts crime victims, assigns follow-up victim contact to volunteers, facilitates volunteer training, assists victims through the court process, and coordinates with prosecution any pre-trial proceedings.

III. Essential Duties and Responsibilities:

- Manages/Coordinates all activities relating to the department's Victim Advocate Program.
- Reviews and assesses violent crime reports as reported to the police by crime victims, witnesses, etc.
- Assists with the contact of victims of violent crimes (particularly domestic violence); provides information regarding legal process, resources (i.e. shelter care, treatment and education programs, legal assistance, financial aid), and investigation process.
- Supervises volunteers, assigns excess cases to volunteers and helps facilitate training of volunteers.
- Keeps statistical records of victim contacts; provides monthly reports to supervisor.
- Assists victims through court proceedings.
- Coordinates preparation of cases with prosecution.
- Exchanges information with prosecution.
- Attends monthly department meetings.
- Implements support groups for adult victims of domestic violence.
- Coordinates and writes grant requests including preparing related documentation such as quarterly and annual reports.

IV. Marginal Duties:

- Gives community presentations when requested.
- Performs other duties as assigned.

V. Qualifications:

Education: High School diploma or equivalent; Associates degree from an accredited college or university with course work in the Social and Behavioral Sciences required; Bachelor's degree in criminology, sociology, social work, psychology, or women's studies preferred; may substitute additional experience for required education on a year-for-year basis; must possess a valid Utah Driver's License with a good driving record.

Experience: One year paid work-related experience.

Probationary Period: A one-year probationary period is a pre-requisite to this position.

Knowledge of: Police terminology and practices; municipal and state laws; police records procedures; and information and privacy laws; clerical and general office practices, procedures, and equipment; correct English usage, spelling, vocabulary, and algebra statistical methods, familiarity with court proceedings.

Responsibility for: Responsibility for the care, condition, and use of materials, equipment, money, and tools, and for making decisions which affect the activities of others; some information available to this

individual falls under the “Right to Privacy Act” and must be protected from the general public.

Communication Skills: Communicate effectively verbally and in writing; ability to professionally furnish and obtain information from other departments; frequent contacts with executives on matters requiring explanations and discussions; contacts with other enforcement agencies and courtroom personnel; regular and frequent outside contact with persons of high rank, requires tact and judgement to deal with and influence people; occasional contact with press and community groups; contact with walk-in complainants from all professions and status in the community.

Tool, Machine, Equipment Operation: Frequent use of computer, printer, shredder, and telephone.

Analytical Ability: Prioritize tasks; establish effective working relationships with employees and the public; follow written and verbal instructions; apply general principles to specific conditions.

VI. Working Conditions:

Great mental effort is required daily. Considerable exposure to stressful situations because of the clientele involved; exposure to potentially hostile environments; constant attendance is required; work assignments are broad and performed with little or no supervision or checking, refer work to supervisor only when policy questions arise.

The above statements are intended to describe the general nature and level of work being performed in this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.